

## Supplier Relationship Management (SRM) 7.2

### Delete a Purchase Order at the Header with an Asset Shell

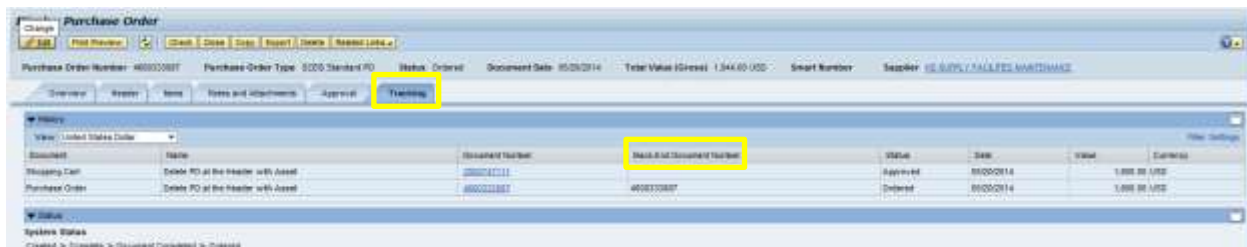
#### Business Process Procedure

**Purpose:** Use this procedure to delete a purchase order (PO) that meets strict and specific Header and Line Item criteria.

**Trigger:** This procedure is to be used only when a Buyer has a PO that does not have any Back-End Document Numbers in SRM such as “Confirmations” (Goods Receipts), or Invoice Receipt(s). Reasons for deletion may be, but not limited to, the following:

- The wrong Transaction Type was selected when the PO was originally created
- The wrong vendor was selected when the PO was originally created
- The requestor no longer needs the material/service

The user must conduct thorough research of the PO in SRM to determine whether there are Back-End Document Numbers. Research can be done by viewing the “Tracking” tab of the PO as shown below. This PO does not contain a “Back-End Document Number” such as a Confirmation (Goods Receipt) or an Invoice Receipt in SRM and can be deleted at the Header.



| Document       | Status                             | Document Number | Back-End Document Number | Status   | Date       | Value        | Comments |
|----------------|------------------------------------|-----------------|--------------------------|----------|------------|--------------|----------|
| Shopping Cart  | Delete PO at the Header with Asset | 400000000       |                          | Approved | 05/05/2014 | 1,000.00 USD |          |
| Purchase Order | Delete PO at the Header with Asset | 400000000       | 400000000                | Deleted  | 05/05/2014 | 1,000.00 USD |          |

#### **Process Considerations:**

Remember when a PO's Line Item(s) is deleted at the Header Level or at the Line Item Level, the PO's associated Shopping Cart will return to Perform Sourcing.

Remember prior to deleting a PO, research to determine if this PO was created using an Asset Shell will need to be completed. If an Asset Shell was used to create a PO the Asset Shell will need to be removed prior to deleting the PO. For this example an Asset Shell will need to be removed prior to deleting at PO at the Header.

## Steps to Delete a Purchase Order at the Header

1. Display the required Purchase Order, then click the **“Edit”** button at the top of the screen. Then click the **“Details”** button.

The screenshot shows the SAP 'Display Purchase Order' interface. At the top, there is a navigation bar with buttons: 'Edit', 'Print Preview', 'Check', 'Close', 'Copy', 'Export', 'Delete', and 'Refresh List...'. The 'Edit' button is highlighted with a red box. Below this, the 'Purchase Order Number' is 4000000001, and the 'Purchase Order Type' is SC05 Standard PO. The 'Status' is 'Ordered'. The 'Document Date' is 05/05/2014, and the 'Total Value (Gross)' is 1,944.00 USD. The 'Supplier' is ALBERT HEIJMANS. Below the navigation bar, there are tabs: 'Overview', 'Header', 'Items', 'Notes and Attachments', 'Approval', and 'Tracking'. The 'Header' tab is selected. The 'General Header Data' section includes fields for 'Smart Number', 'Purchase Order Number', 'Supplier', 'Requester', 'Recipient', 'Location', 'Ship-To Address', 'Purchasing Organization', and 'Purchasing Group'. The 'Details' button is highlighted with a red box. Below the 'Details' button, there is a table with columns: 'To Line Number', 'Deleted', 'Item Type', 'Item Number', 'Product ID', 'Description', 'Product Category', 'Quantity', 'Unit', 'Currency', 'Per', 'Net Price', 'Gross Price', 'Order Type', 'Order Type', 'Condition', 'Status', 'Status', 'Delivery Date', 'Account Assignment Type', and 'Account Assignment Number'. The table contains one row with the following data: 'To Line Number' is 1, 'Deleted' is false, 'Item Type' is 'Purchase', 'Item Number' is 1, 'Product ID' is 'Hemato, Electric (Hemato-Net Type) a', 'Product Category' is '02130', 'Quantity' is 1 EA, 'Unit' is 'USD', 'Per' is 1,944.00, 'Net Price' is 1,944.00, 'Gross Price' is 1,944.00, 'Order Type' is 'Standard', 'Order Type' is 'Standard', 'Condition' is '0000000000', 'Status' is 'Ordered', 'Status' is 'Ordered', 'Delivery Date' is 20120014, 'Account Assignment Type' is 'Asset', and 'Account Assignment Number' is '0000000000'. At the bottom right, there is a summary table with the following data: 'Total Value (Net)' is 1,850.00, 'Total Tax' is 144.00, and 'Total Value (Gross)' is 1,944.00.

- [illegible]

[illegible]

3. Click **"Add Line"** button and enter your account assignment information without the Asset Shell. The Account Assignment Category will change to Cost Center. At this point you can enter the cost center information associated with the Asset Shell without actually using the Asset Shell itself. You will not be able to use the General Ledger Account that was associated with your Asset Shell, you will need to use the search criteria button to populate the General Ledger Account that is associated with the good/service.

The screenshot displays the SAP NetWeaver Portal interface for changing a purchase order. The top section shows the purchase order details, including the number (4000000000), type (SCOT Standard PO), and status (In Process). The main section is a table with one line item. The 'Line Item Actions' section at the bottom contains the 'Add Line' button, which is highlighted. The 'Add Line' button is located next to the 'Line Item Actions' section. The 'Add Line' button is located next to the 'Line Item Actions' section. The 'Add Line' button is located next to the 'Line Item Actions' section.

| Line Number | Item Type | Item Number | Product ID | Description                             | Product Category | Quantity | Unit | Quantity | Per | Net Price | Subst Type | Order Type | Condition | Order Status | Delivery Date | Account Assignment Type | Account Assignment Number |
|-------------|-----------|-------------|------------|---|------------------|----------|------|----------|-----|-----------|------------|------------|-----------|--------------|---------------|-------------------------|---------------------------|
| 1           | Material  | 1           |            | Heaters, Electric, Panel or Wall Type 4 | 80150            | 1 EA     | 000  | 1        |     | 1,800.00  |            |            |           |              |               | Cost Center             |                           |

Summary:

| Field               | Value    | Unit |
|---------------------|----------|------|
| Total Value (Net)   | 1,800.00 | USD  |
| Total Tax           | 144.00   | USD  |
| Total Value (Gross) | 1,944.00 | USD  |



- Click the **“Delete”** button at the top of the screen as shown below. Do not place the PO in **“Edit”** (Change Purchase Order) as the Delete button will not be displayed for selection.

**Display Purchase Order**

Purchase Order Number: 4000000000    Purchase Order Type: 3000 Standard PO    Status: Ordered    Document Date: 05/05/2014    Total Value (Gross): 1,944.00 USD    Smart Number    Supplier: 10000000000000000000

**General Header Data**

Smart Number: Create PO at the Supplier's Sub-S    ☐ Smart Number to External    **Relate to Supplier**

Purchase Order Number: 4000000000    **Internal Note**

Supplier: 100000000000    [Go to Supplier's Profile](#)

Recipient: 1000000000    [Go to Recipient's Profile](#)

Location: 1000000000    [Go to Location's Profile](#)

Ship-To Address: 1000000000    [Go to Ship-To Address's Profile](#)

Purchasing Organization: 100000000000    [Go to Purchasing Organization's Profile](#)

Purchasing Group: 1000000000    [Go to Purchasing Group's Profile](#)

Total Value (Net): 1,000.00 USD    [Go to Total Value's Profile](#)

**Line Item Table**

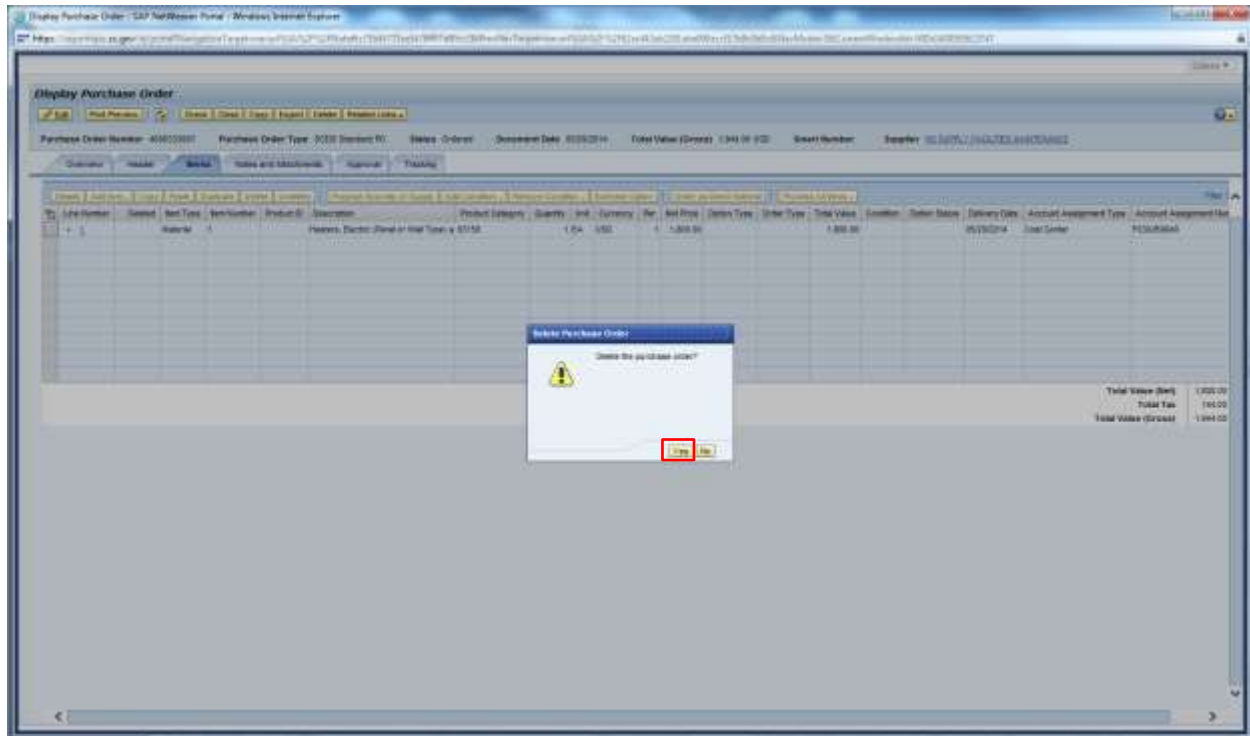
| Line Number | Deleted | Item Type | Item Number | Product ID | Description                                | Product Category | Quantity | Unit | Currency | Net Price | Order Type | Order Type | Condition | Status | Delivery Date | Account Assignment Type | Account Assignment Number |
|-------------|---------|-----------|-------------|------------|--|------------------|----------|------|----------|-----------|------------|------------|-----------|--------|---------------|-------------------------|---------------------------|
| 1           |         | Standard  |             |            | Hardware, Desktop (Printer or Plot Type: 4 | 83130            | 1        | EA   | USD      | 1,800.00  |            |            |           |        | 05/05/2014    | Asset                   | 10000000000000000000      |

**Summary Values**

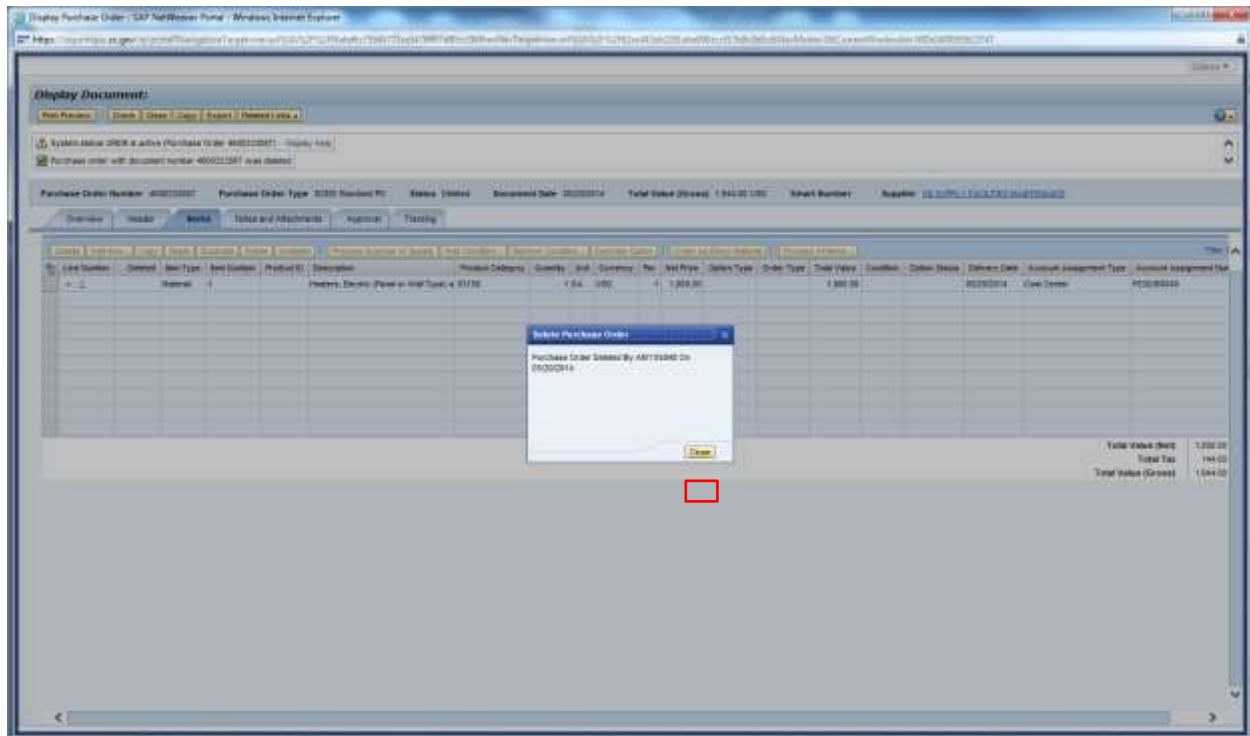
|                     |          |     |
|---------------------|----------|-----|
| Total Value (Net)   | 1,800.00 | USD |
| Total Tax           | 144.00   | USD |
| Total Value (Gross) | 1,944.00 | USD |



6. The screen below will display with a pop-up asking, “Delete the purchase order?” Click the “Yes” button.



7. The screen below will display a pop-up indicating that the purchase order was deleted. Click the **“Close”** button.





- Refresh the PO. The status should show **“Deleted.”** Notice the Status of the PO equals **“Deleted.”** With this procedure the line items **do not** receive a **red X** in the Deleted Column of the Item Overview.

**Note:** The entire PO will be deleted and the shopping cart associated with the PO will return to Perform Sourcing in order to be resourced or rejected.

- The wrong Transaction Type was selected - Resourced
- The wrong vendor was selected - Resourced
- The requestor no longer needs the item - Reject

**To verify that the Shopping Cart is available for sourcing:**

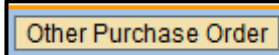
1. Go to the **“Purchasing”** folder.
2. Click **“Purchasing”** in the Navigation Pane.
3. Click **“Perform Sourcing”** under **“Central Function.”**
4. Enter the shopping cart number in the **“Number of Requisition”** field.
5. Click the **“Search”** button. The shopping cart number will display in the **“Requisition/Item Number”** column of the search results.

**To verify in ECC that the purchase order was deleted and the funds unencumbered, follow the steps below:**

1. Click the “**ME23N**” Folder.



2. Click the “**Other Purchase Order**” button.



3. In the “**PO**” text box, enter the **PO Number**.

4. Press “**Enter**” on your keyboard. The Header Status will show 0.00 for all items.

|               |                 |      |          |
|---------------|-----------------|------|----------|
| Active        | Ordered         | 0 FT | 0.00 USD |
| Not Yet Sent  | Delivered       | 0 FT | 0.00 USD |
| Not Delivered | Still to deliv. | 0 FT | 0.00 USD |
| Not Invoiced  | Invoiced        | 0 FT | 0.00 USD |
|               | Down payments   |      | 0.00 USD |

5. A trash can will display on the line item(s).

| Item | Material | Short Text                  | PO Quantity | IO | Deliv. Date | Net Price    | Curr. | Per | IO | Mat Group                         | Plant | Stor. Location | Batch |
|------|----------|-----------------------------|-------------|----|-------------|--------------|-------|-----|----|-----------------------------------|-------|----------------|-------|
| 1    | K        | Heaters, Electric (Panel or | 1           | EA | 0/05/2014   | 1,880.90 USD | USD   | 1   | EA | Heat Electric Budget & Control Br |       |                |       |

**Note:** The user will need to have the FM Display role in order to verify that the funds have been unencumbered using the following process.

1. Click the “**Menu**” button, and from the drop-down list select “**Environment.**”

2. Then select “**AC Commitment Documents.**”

**AC Commitment Documents**

- Double-click on Object Text Type “**Funds Management.**”

Funds Management doc

- The FM Document Journal will display. The funds for each line should show \$0.00.

| Document Type  | Date        | Amount    | Fund                        | Balance  |
|----------------|-------------|-----------|-----------------------------|----------|
| Purchase Order | 51 05202014 | 488333387 | 1 150 Original              | 1,944.00 |
| Purchase Order | 51 05202014 | 488333387 | 1 150 Charge                | 1,944.00 |
| Purchase Order | 51 05202014 | 488333387 | 1 150 Reassignment Transfer | 1,944.00 |
| Purchase Order | 51 05202014 | 488333387 | 1 150 Reassignment Receiver | 1,944.00 |
|                |             |           |                             | 0.00     |
|                |             |           |                             | 0.00     |
|                |             |           |                             | 0.00     |

You have successfully deleted a purchase order and verified that the funds have been unencumbered.

### Example of PO that Cannot be Deleted at the Header

The following PO has two “Back-End Document Number(s)” or “Confirmations” (Goods Receipts) documents and cannot be deleted at the Header. To delete this PO, the two Confirmations (Goods Receipts) would have to be reversed.

| Document Type  | Date                       | Document Number | Back-End Document Number | Status    | Title      | Value | Currency |
|----------------|----------------------------|-----------------|--------------------------|-----------|------------|-------|----------|
| Shipping Cost  | SABRE RES 01/01/2014 14:00 | 200000000       |                          | Approved  | 01/01/2014 | 0.00  | USD      |
| RFA            | SABRE RES                  | 200000000       |                          | Published | 01/01/2014 | 0.00  | USD      |
| RFA Response   |                            | 200000000       |                          | Accepted  | 01/01/2014 | 0.00  | USD      |
| Purchase Order | SABRE RES                  | 200000000       | 200000000                | Ordered   | 01/01/2014 | 0.00  | USD      |
| Confirmation   |                            | 200000000       | 200000000                |           | 01/01/2014 | 0.00  | USD      |
| Confirmation   |                            | 200000000       | 200000000                |           | 01/01/2014 | 0.00  | USD      |